VIMS School of Marine Science
Alternate Pins for Student Registration

Advisors are expected to retrieve alternate pins for their students through Banner Self-Service prior to when registration begins for the fall or spring term. Alternate pin assignments will change from term to term.

Alternate pins are not required for the summer term.

**Steps:**

1. Login to Banner (via [http://my.wm.edu](http://my.wm.edu))
2. Click on the Faculty Services tab
3. Go to Advisor Menu

4. Click on Term Selection from the Advisor Menu | Select the Appropriate Term (i.e., Fall 2022) and Submit.

5. Next, click on Display Advisees. Your provided list of advisees should include a column with their alternate pins for the selected term. The pin is a unique 6-digit number (i.e., 76XXXX) for the selected term.

**Note:** Students need alternate pins to gain initial access to the online registration module. Some period of time after students are registered, U-Reg will often remove alternate pins from the system. If you don’t see an alternate pin next to your student’s name for a given term, it usually means that registration already exists.

If you have questions, please contact the SMS Graduate Registrar at 804-684-7106 or registrar@vims.edu.